

CEA



CAREER EXECUTIVE ASSIGNMENT

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED.

DEPARTMENT: Department of Corrections and Rehabilitation

POSITION: Deputy Director, *Plata* Personnel Services and Staff Development
Division of Correctional Health Care Services
CEA Level 3

PENDING CONTROL AGENCY APPROVAL

FINAL FILING DATE: **FEBRUARY 9, 2007**

SALARY RANGE: **\$8,311 - \$9,164**

DUTIES/RESPONSIBILITIES:

Under the general direction of the Director, Division of Correctional Health Care Services, and functional supervision of the Federal Court Receiver's Office, the Deputy Director, *Plata* Personnel Services and Staff Development has statewide leadership responsibility for the development, review, modification, monitoring, and implementation of policies, standards, and practices for the *Plata*-related human resources function in relation to the adequate delivery of medical care under the auspices of the *Plata* Receivership.

Duties include, but are not limited to:

- Works closely with the Receiver's Office, key Department of Corrections and Rehabilitation staff, and control agencies, in developing and implementing an innovative statewide *Plata* human resources program to expeditiously and effectively identify, select, secure, and retain appropriate staffing levels within the Division of Correctional Health Care Services (DCHCS) statewide in order to provide adequate delivery of medical care.

- Plans, organizes, and directs the *Plata* human resources function as it relates to the delivery of medical care in the 33 adult institutions; develops, implements, and oversees a comprehensive plan for on-boarding staff in the medical department statewide. Develops and implements a training and monitoring program to ensure institution staff are consistently equipped with the knowledge and abilities to ensure medical department staff are expeditiously hired, provided excellent customer service in the area of human resources, and retained.
- Ensures that court orders, decisions, and directives of the Federal Court Receiver relative to *Plata* personnel management are effectively carried out by establishing and implementing new policies and procedures, and providing technical direction to the Plata human resources staff statewide involved in the hiring and retention of medical staff. Effectively recommends broad-reaching systemic change that results in sustainable solutions which overcome practical and legal barriers impeding efficient and responsive personnel management necessary for the delivery of quality medical care.
- Ensures that the *Plata* court orders, decisions, and policies of the Receiver's Office are implemented in a timely, accurate, and effective fashion, including identifying and overcoming barriers that impede implementation.
- Serves as key advisor and facilitator to management and staff within DCHCS and more particularly the Receiver's Office and his staff, and the 33 institution personnel offices on *Plata* human resource-related issues pertaining to the identification, selection, retention, and personnel management of medical care staffing levels statewide.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

KNOWLEDGE AND ABILITIES:

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive

Branch; principles, practices, and trends in public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the Department's equal employment opportunity program objectives; and a manager's role in achieving an equal employment opportunity workplace.

2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's equal employment opportunity objectives.

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

DESIRABLE QUALIFICATIONS:

- Broad and extensive experience in a management function involving diverse personnel services in numerous program areas.
- Experience in the formulation and implementation of procedures, policies, and programs related to functions involving recruitment, selection, personnel management, and retention of staff.
- Demonstrated ability in planning, organizing, and directing a large program, and ensuring successful functionality with stakeholders.
- Experience in providing executive level advice and consultation to Department management, the Federal Court Receiver's Office, and/or control agencies regarding the recruitment, selection, and retention of staffing levels necessary to provide adequate delivery of medical care, including resolution of technical and procedural issues.
- Experience in personnel management and leadership which demonstrates the ability to plan, organize, and direct multidisciplinary staff, and knowledge of appropriate techniques in the areas of establishing partnerships, customer service, training, motivating staff, recognition and progressive discipline; and a manager's role in contributing to and achieving an equal employment opportunity workplace.
- Ability to analyze complex problems and recommend effective courses of action; make independent, sound, ethical decisions regarding highly sensitive matters; and maintain confidentiality.
- Ability to communicate effectively, both orally and in writing with legislators, local governmental jurisdictions, the executive branch, institutional and program staff, external stakeholders, and professional groups.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager III, Correctional Administrator, Deputy Regional Administrator, Youth

Authority Administrator, or Juvenile Regional Administrator including the execution and/or evaluation of program policies. Experience which demonstrates the ability to implement policies and procedures.

EXAMINATION INFORMATION:

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria. Candidates may or may not be scheduled for an interview. Experience indicated may be paid or voluntary, in State service, in government settings, or in a private organization. In order to be successful in this examination, a minimum rating of 70 percent must be attained. Each candidate will be notified in writing of the examination results.

Interested applicants who meet the minimum qualifications **must submit:**

- A Standard State Application (Form 678) and resume that clearly address your experience and job titles, names and addresses of employers, periods of employment and education relevant to the Minimum Qualifications listed above.
- A **Statement of Qualifications** that describes your experience, knowledge, and abilities as they relate to each desirable qualification identified in this bulletin. **You must provide specific examples.** The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. It should not exceed four pages in length or be less than 12 font. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

USE AND APPLICATION OF EXAMINATION PROCESS:

The results of this examination will be used solely to fill the Deputy Director, *Plata* Personnel Services and Staff Development, Division of Correctional Health Care Services, CEA Level 3 vacancy. For further information regarding this position, please contact Toni Dodds at (916) 327-8033 or toni.dodds@cdcr.ca.gov.

FILING INSTRUCTIONS:

A Standard State Application (Form 678) and Statement of Qualifications must be submitted and postmarked by February 9, 2007 to Toni Dodds, Executive Recruitment and Appointments, P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Suite 108-N, Sacramento, California. Applications postmarked, personally delivered or received via interoffice mail after February 9, 2007 will not be accepted for any reason.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address listed above for Executive Recruitment and Appointments.

GENERAL INFORMATION:

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this examination, and all candidates who pass will be ranked according to their scores.

The California Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

DEPARTMENT OF CORRECTIONS AND REHABILITATION

MISSION STATEMENT: *To improve public safety through evidence-based crime prevention and recidivism reduction strategies.*

VISION STATEMENT: *We will end the causes and tragic effects of crime, violence, and victimization in our communities through a collaborative effort that provides:*

- *Intervention to at-risk populations*
- *Quality services from time of arrest*
- *Successful integration back into society*